

FINAL MINUTES

Monroe Joint Park Recreation Commission, February 22, 2016

The Monroe Joint Park Recreation Meeting was held at Smith's Clove Park, 133 Spring St, Monroe, New York on the 22nd day of February 2016.

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| PRESENT: | John Battaglia | Chairman |
| | Mike Niemann | Commissioner |
| | Laura Bollenbach | Commissioner |
| | Anthony Vaccaro | Commissioner |
| | Jonathan Novack | Commissioner |
| | Emily Whitman | Commissioner |
| | Joe Mancuso | Park Recreation Director |
| | Paul Truax | Park Manager |
| | Priscilla C. Chang- Staley | Park Secretary |
| | Stephen Gaba | Park Attorney |

ABSENT: Adm. Chairman Ann Marie Morris and Commissioner Andrew Calvano

Chairman John Battaglia called the meeting at 7:30 P.M, with the Pledge of Allegiance.

Approval of Minutes

On a motion made by Commissioner Niemann and seconded by Commissioner Bollenbach

Resolved, to approve the minutes of December 14, 2015, as written. After two months having voted on the minutes, the minutes are approved.

Ayes: 3 Battaglia, Niemann, Vaccaro
Nays: 0
Abstain: 3 Bollenbach, Whitman, Novack

On a motion made by Commissioner Bollenbach and seconded by Commissioner Novack

Resolved, to approve the minutes of January 25, 2016, as written.

Ayes: 5 Battaglia, Bollenbach Vaccaro, Novack, Whitman
Nays: 0
Abstain: 1 Niemann,

Privilege of the Floor – Public Concerns

Having no public present, the Commission continued with the agenda.

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Park Recreation Director Report

As per Park Recreation Director Mancuso, he reported the following information to the Commission;

1. A copy of the January 25, 2016 minutes for approval (draft).
2. A copy of the Park's Activity March Calendar for 2016. *Mancuso noted that the Park Id schedule will be on the 2nd Wednesday and 4th Monday of each month.*
3. A copy of the Grounds Committee Meeting Summary.
4. A copy of correspondence from Chairman Battaglia to Town of Monroe Board members, regarding the land encroachment issue.
5. A copy of a Notice of Appointment for Commissioner Emily Whitman.
6. A copy of a memo to the Commission regarding a phone conversation with a Chester resident.
7. A copy of the Park's Concession stand invoice. *Mancuso stated he sent the Concession stand owners an invoice which states the balance due. The owner spoke with Mancuso and asked if he could pay 1/2 the balance in the 2nd week of April and the remaining balance in installments. Mancuso advised the owner as per the contract the balance is due April 1st. However he should come to the next Park meeting to further discuss. Paul advised the utilities have been paid to date. Workman's comp and liability insurance still has to be reviewed. Park attorney Gaba advised the Commission to define the potential consequence of allowing monthly payments when it was previously noted the payment is due by a certain date, to avoid future problems.*
8. A copy of 2016 Field Use Conflicts analysis.
9. A copy of Chairman Battaglia's response to the 2016 Field Use Conflicts.
10. A copy of an analysis of 2015 field use time for leagues. *Mancuso added the analysis illustrates how much the fields are being used by the leagues in comparison to the usage from the public.*
11. A copy of the cover letter to the Leagues regarding (Final) Field Usage Schedule for 2016 season.

Note: The agenda was suspended by Commissioner Bollenbach asking for a status regarding the roller hockey rink, as noted in the 5 year plan. There was previous research conducted into exploring different types of roller hockey rink surfaces, how they would function and which is the best for the least cost for the park. In the interim, Park Maintenance temporarily repaired the surface to address the crack. Further discussion was had on the topic. Discussion will be

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addressed in the 5yr plan Committee.

12. A copy of the 2016 Park Board Contact Information sheet. *Mancuso asked for the Commissioners to review and provide corrections, wherever necessary.*
13. A copy of the letter that was sent to the Field#4 seating upgrade project winning and losing bidders.
14. A copy of sample pictures of pole interference, sent from the contractor Maser.
15. The Valentine's Day Event was held on Sunday, February 14th @ 1:00 pm, instead of the Winter Festival. Amount requested is \$473.
16. A copy of the final report for the Valentine's Day Craft. Approximately 30 people attended. *Mancuso thanked Commissioner Whitman and Chairman Battaglia for their assistance.*
17. A copy of the Prepare for Watch Guard list.
18. A copy of the Watch Crew Check List. *Mancuso added he's looking to have a workshop for the Watch Crew Candidates*
19. The following event requires approval:
 - a. The Arbor Day event to be held on Saturday, April 30th @ 1:00 pm. Amount Requested is \$778.00. Also attached to this request is a sample of the Arbor Day event ad, application and certificate to participants. *Mancuso added that he is planning on reestablish a line of evergreen trees that were planted originally back in the 1940's. Commissioner Vaccaro commented that this is a good plan because it can maintain the aesthetic maintain a sun block which shades the hill allowing the snow to last longer. Commissioner Whitman suggested contacting the local girl and boy scout troops to see if they would like to participate.*

On a motion made by Commissioner Niemann and seconded by Commissioner Whitman

Resolved, to approve the Arbor Day event on Saturday, April 30th for an amount not to exceed \$1800.

Ayes: 6 Battaglia, Niemann, Bollenbach, Vaccaro, Whitman, Novack
Nays: 0

After further discussion, it was agreed that the motion would be amended to raise the amount to cover the cost of more trees than originally planned.

On a motion made by Commissioner Niemann and seconded by Commissioner Whitman

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Resolved, to amend and approve the Arbor Day event on Saturday, April 30th for an amount not to exceed \$2,000.

Ayes: 6 Battaglia, Niemann, Bollenbach, Vaccaro, Whitman, Novack
Nays: 0

20. A copy of a Pavilion Rental for 2016 to date.
21. A copy of the Parks Spring Program Ad. *Mancuso added that registration for the Spring is starting on March 2nd.*
22. A copy the Park's Spring Program Class Descriptions.
23. A copy of a draft Pig Roast Poster. *Mancuso asked for comments and suggestions regarding this event. The proposed date is June 18th with the 19th as being the rain date. He also mentioned that he is not planning on scheduling leagues for use of the field on the 18th. Further discussion was had on the topic.*

Park Manager Report:

Park Manager Paul Truax provided expenditure and revenue reports for 2015? He also requested a resolution to close out the Franklin Ave Bank Account which has a \$24 balance, as per advisement from the Town Comptroller.

On a motion made by Commissioner Niemann and seconded by Commissioner Vaccaro

Resolved, to close out the Franklin Ave Account and transfer funds to the Park's general account.

Ayes: 6 Battaglia, Niemann, Bollenbach, Vaccaro, Whitman, Novack
Nays: 0

Mr. Truax also reported that he is looking to replace the existing maintenance utility vehicle (of six years) with a new one. Cost of the new vehicle is \$8932.02. The old one can still be used in the park.

On a motion made by Commissioner Niemann and seconded by Commissioner Novack

Resolved, to purchase a John Deer Utility Vehicle (Gator TX4-2), replacing the existing one

Ayes: 6 Battaglia, Niemann, Bollenbach, Vaccaro, Whitman, Novack
Nays: 0

Old Business:

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Field #4 Revised Bleacher Plan

The winning bid was awarded to Hudson Hill Contracting. Park Attorney Gaba will complete a SEAF (Short Environmental Form) for the next meeting. The Commissioners reviewed the picture of a pole obstruction Maser Contracting provided which was intended to show what the view might look like from Field#4 after construction is completed. Commissioner Vaccaro suggested moving the press box back from the pole. Further discussion was had on the topic. The Commission concluded that the sample picture is not a good representation of the situation.

50th Anniversary Event Review

Topic was addressed during the Arbor Day event discussion.

Land Encroachment Update

Chairman Battaglia reported that Acting Town Supervisor requested the Commission to attend the next Town meeting to discuss the land encroachment situation.

Playground Sign Update

Mr. Mancuso stated the project is still moving forward. The actual signs need to be printed.

Sidewalk Proposal

Commissioner Vaccaro provided sample designs of different types of sidewalks. He felt that more planning still needs to be done. He offered to continue looking into it.

Front Sign Proposal

No new updates, at this time.

New Business

Please note: The Commission suspended the agenda to readdress the Concession Stand and outstanding bills from the leagues issue. Further discussion was had on the topic. It was decided that a payment schedule (for the amount due, as per the contract) that the Commission determines is an acceptable solution. Also, they requested a representative from the Concession stand to come to the March Park Meeting to present their payment schedule proposal.

Commissioner Niemann asked for a status regarding the past due electric bill from MW Senior Softball and the non-reporting of lighting usage by the Men's Softball league. Mr. Truax said their electric bill is past due. Chairman Battaglia added the Watchguard personnel will have the responsibility to manage the field light usage. Commissioner Niemann suggested individual electrical meters for each league to measure their usage individually. MW Senior Men's Softball's past due balance is approximately \$2,000. Further discussion was had on the topic. The Commission all agreed that there should be consequences for unpaid balances, carried over from the previous season. They also agreed to deny the MW Men's Softball league's request for Saturday night games for the 2016 season. Lastly, Chairman Battaglia asked for Commissioner Niemann to look into individual meters.

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On a motion made by Commissioner Niemann and seconded by Commissioner Bollenbach,

WHEREAS, in January 25, 2016 at the monthly meeting of the Monroe Joint Park and Recreation Commission, leagues or groups are invited to present their requests for field or court time for the upcoming playing season and

WHEREAS, in November 2015 Recreation Director Mancuso did send to all leagues a copy of the “Smith Clove Park’s 2016 Field Request ” form and the cover letter “Ltr To League 2016 Season doc” and

WHEREAS, the policy for the Commission is to accept every application presented that night to be reviewed by the League Scheduling Committee for field and time availability and

WHEREAS, on February 2, 2016 Mancuso did send to the Commission a memo outlining scheduling conflicts for their review and comments and

WHEREAS, on February 16, 2016 Mancuso did send to the Commission a draft 2016 Field Use Schedule for their review and comments and

WHEREAS, Mancuso did present to the Commission during the February 22, 2016 monthly meeting a draft letter to the leagues advising their field request is approved along with an analysis of Field Court Time Allotted to Leagues

WHEREAS, Mancuso did request that the Commission review both documents and

WHEREAS, the Commission discussed the past due balance from the MW Senior Men’s Softball League and Men’s Softball League and

WHEREAS, on February 22, 2016 Mancuso presented to the Board a completed 2016 Field Use Schedule and

NOW, THEREFORE BE IT RESOLVED, the Monroe Joint Park Commission approve the 2016 Field Use Schedule, by maintaining the 2015 field use schedule, as presented on February 22, 2016, except to schedule the MW Senior Men’s Softball League only for Sunday mornings, as previously moved.

Ayes: 6 Battaglia, Niemann, Bollenbach, Vaccaro, Whitman, Novack
Nays: 0

The Commission also talked about PBA league regarding their field request for this year. Further discussion was had on this topic. It was decided the PBA league has to abide by the Park’s rules and regulations for field usage, as well as provide the required paperwork for field usage requests.

Note: Commissioner Whitman left the meeting at this time, during the meeting.

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Approval League Schedule

Previously discussed under new business.

Discussion: Fee Schedule

The Commission reviewed the fee schedule for the Park and decided the fees should remain the same.

Discussion: Goals and Objectives

Topic was postponed until next month.

Discussion: Project List

The Commission discussed the hockey rink and its use. Further discussion was had on the topic. The Commission decided it is worth looking into exploring usage of the total park and its availability to residents as opposed to primarily leagues.

2016 Committee Assignments

Playground: The Playground Committee met recently. They discussed expanding the walking trail, as a loop in the park. They are looking to get support from the community to help with this project.

Evening/Weekend Crew: Mancuso had questions regarding Watchguard training and uniforms. Three candidates are still interested; two more applicants have applied. The positions begin in March. The Commission concluded the discussion by postponing the discussion to address in the Committee.

Park & Grounds Maintenance: Topic addressed in the Evening Weekend Crew.

Community Events/Children's program: The Committee members asked for help from all the Commissioners to continue to plan.

5 Year Plan/Long Range Planning: No new updates at this time.

EXECUTIVE SESSION

Having no topics to discuss during Executive Session, the Commission continued with the agenda.

Authorization for motion to Approve and Pay the Bills

On a motion made by Commissioner Bollenbach and seconded by Commissioner Novack

Resolved, to approve and pay the bills.

Ayes: 5 Battaglia, Bollenbach, Calvano, Vaccaro, Novack
Nays: 0

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With no further business, on a motion from Bollenbach seconded by Novack, the meeting was adjourned at 9:43 pm. Carried unanimously.

Priscilla C. Chang-Staley
Park Secretary